

# FORM



Name: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Extension: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**Please check the appropriate box:**

I want to write a check payable to AMC c/o the Courtesy Fund for the following amount \$ \_\_\_\_\_

Please deduct \$ \_\_\_\_\_ by one time payroll deduction

Begin Date: \_\_\_\_\_

Please deduct \$ \_\_\_\_\_ by payroll deduction over 10 months

Begin Date: \_\_\_\_\_

Please deduct \$ \_\_\_\_\_ by payroll deduction over 12 months

Begin Date: \_\_\_\_\_

\_\_\_\_\_ I am not interested in giving to the AMC Courtesy Fund at this time.

**Please send all contributions to the Office of Fiscal Affairs  
c/o Courtesy Fund**

# OUR PURPOSE

The Courtesy fund was established for the purpose of maintaining funds needed to acknowledge the bereaved and or ill employee or the employee's immediate family member at AMSC.

The Committee solicits contributions annually from faculty and staff for the Courtesy Fund. It is our hope that this fund will remain self-supporting, with the help of AMSC employees.

# COURTESY FUND INFORMATION



**Deaths:** If an employee dies, an appropriate remembrance will be determined (floral spray or donation to favorite charity, etc.)

The same will be determined in the event of the death of an immediate family member.

*\*Note: For bereavement purposes, immediate family is defined as the employee's spouse, child (foster or guardian), parent (foster or guardian), siblings (brothers or sisters), grandparents, grandchildren, in-laws, and any relative who lives in the household.*

**Illness:** AMSC employees who are hospitalized or recuperating at home for two weeks or more will receive a get-well expression.

**Donations:** Any contributions to the Courtesy Fund should be made to the cashier through the Office of Fiscal Affairs after completion of the attached form. These contributions are tax deductible.

**Forms:** Contribution forms can be printed from the AMSC website under the Human Resources link.

**Notifications:** The Office of Human Resources should be notified when there is a death or illness of an employee or immediate family member.

Upon notification, the courtesy committee gives us the college an opportunity, as a college family, to extend our sympathy due to the loss of an employee or an employee's immediate family member.

# ATLANTA METROPOLITAN STATE COLLEGE

1630 METROPOLITAN PKWY SW  
ATLANTA, GA 30310



University System of Georgia

# OFFICE OF HUMAN RESOURCES



**COURTESY FUND  
404 756 4047**